



Office of Human Resources  
IT Developer Associate - CI1451  
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### General Statement of Duties

Performs standard performance level, professional systems analysis and programming work to maintain and enhance information technology systems, including multiple operating systems and databases.

### Distinguishing Characteristics

The Associate IT Developer is distinguished from the Staff IT Developer, which performs entry level professional system analysis and programming work maintaining and enhancing software application programs, operating systems, and databases.

The Associate IT Developer is also distinguished from the Senior IT Developer, which performs full performance level professional systems analysis and programming work designing, developing, maintaining, and enhancing software application programs, operating systems, and databases.

Next, the Associate IT Developer is distinguished from the Associate ERP Developer, which performs standard performance level, professional programming work to design and implement Enterprise Resource Planning (ERP) systems, including multiple operating systems and databases.

Finally, the Associate IT Developer is distinguished from the Associate IT Systems Analyst, which performs standard or intermediate level professional work analyzing, refining, and documenting the business requirements of City department and agency customers included in the development, implementation, and production of integrated technology software systems. The Associate IT Systems Analyst also serves as an authoritative technical resource on specific business requirements and information needs of assigned customer departments and agencies in any phase of the application and system development life cycles.

### Essential Duties

Consults with users and other information technology staff to identify user problems and design new or existing systems; assists with the preparation of a time line and project plan for the development or enhancement of new/existing software application programs.

Analyzes user requirements, writes specifications and codes, and installs and documents software application programs.

Develops or modifies new or existing software applications programs of moderate complexity and scope.

Designs, develops, tests, debugs, implements, and prepares flow charts for both new and existing systems to automate end user files and records.

Integrates and implements software packages and coordinates necessary training for users.

By position, may assist lower level developers in the development of applications of a more complex nature.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

**Competencies**

Attention to Detail – Is thorough when performing work and conscientious about attending to detail.

Customer Service - Interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

Creative Thinking – Uses imagination to develop new insights into situations and applies innovative solutions to problems; designs new methods where established methods and procedures are inapplicable or are unavailable.

Problem Solving – Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Technical Competence – Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Technology Application – Uses machines, tools, instruments, or equipment effectively; uses computers and computer applications to analyze and communicate information in the appropriate format.

Writing - Writes in a clear, concise, organized, and convincing manner for the intended audience.

**Knowledge & Skills**

Knowledge of information technology and data processing sufficient to be able to review program specifications, design programs, and write or modify code.

Knowledge of the principles, methods, and tools for designing, developing, and testing software in a given environment.

Knowledge of information technology systems analysis, including systems design, sufficient to be able to maintain current systems and implement new systems.

Knowledge of the principles, methods, and tools for analyzing and developing software test and evaluation procedures.

Knowledge of computer languages and their applications to enable a system to perform specific functions.

**Level of Supervision Exercised**

By position, may perform lead work.

**Education Requirement**

Bachelor's Degree in Computer Science, Information Systems, Business Administration, Mathematics or a related field.

**Experience Requirement**

Two (2) years of professional Information Technology experience.

**Education & Experience Equivalency**

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

### **Licensure & Certification**

By position, requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

### **Working Environment**

Work is primarily performed in an office setting and frequently at other locations for meetings.

Work involves pressure due to multiple calls and inquiries and is subject to interruption.

### **Level of Physical Demand**

1-Sedentary (0-10 lbs.)

### **Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Fingering: Picking and pinching, through use of fingers or otherwise.

Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.

Hearing: Perceiving and comprehending the nature and direction of sounds.

Lifting: Moving objects weighing no more than 10 pounds from one level to another.

Reaching: Extending the hands and arms or other device in any direction.

Repetitive motions: Making frequent or continuous movements.

Sitting: Remaining in a stationary position.

Talking: Communicating ideas or exchanging information.

Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.

### **Background Check Requirement**

Criminal Check

Education Check

Employment Verification

By position, Motor Vehicle Record

### **Assessment Requirement**

None

### **Probation Period**

Six (6) months.

**Class Detail**

**Pay Grade: I-812**

**FLSA Code: Y**

**Established Date: 9/21/2018**

**Established By: LS**

**Revised Date:**

**Revised By:**

**Class History:**